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27 June 1966

MEMORANDUM FOR: Director of Training

SUBJECT : Survey of Former Students of the CS Name  
Check Course

1. In February 1966 we decided that we would like to know the tasks assigned to former students of the CS Name Check Course. At this time we had completed seven courses and had trained 153 students. We felt that we should know more about whether or not the students were doing name check work, the nature of the name check work done, and the benefits derived from attending the course. We fixed our attention upon two fields of inquiry: (1) The nature of the research - i.e. Did the student complete an investigative/research process or was he simply asked to find specific files? and (2) The processing upon completion of research - i.e. Did the student collate and analyze the materials and prepare either a resume or written report of the research?

2. We prepared a questionnaire (Attachment A) and forwarded it to 131 addressees. The 22 persons were not queried because, either they had left headquarters, or had completed the course under conditions which would have made the results invalid.

3. The statistical rundown of the 90 replies is included as Attachment B. The interpretation thereof follows:

a. An overwhelming majority (84.5%) of the responding students were enrolled in the course to prepare them for their jobs, as at the time of the survey they were performing name checks as at least a part of their job.

b. Of the persons who were not performing name checks at the time of the survey, five had taken the course to assist them in supervising persons who were doing some name checks; five had been transferred to non-name check duties; and five were secretaries who were trained (apparently) on a contingency basis.

c. The type of name checks seems to be of a wide variety, apparently evenly divided between POA/OA or PCSA/CSA clearance-type activity; CI Case support; and target studies or response to other operational inquiries.

**SECRET**

**SECRET**

d. Only a few (6.6%) of the ex-students perform highly limited file-finding functions. The remainder appear to conduct an investigation/research type task in which a search for all available information is required.

e. Of those who conduct relatively complete research, only 12.2% responded that they did not collate nor write a report of the research.

f. The remainder of the students (81%) either prepared a resume of their research from which another prepared a final written report (about 25% of this group) or prepared a completed report requiring collation, analysis and preparation of a draft or final form of a report to a component other than their own.

4. From the above, we may conclude that if future classes have an enrollment distribution similar to the preceding courses that the weight of instruction in research should be on completed research rather than upon file finding. This endorses the principle under which the course has been conducted up to now.

5. We must also conclude that our curriculum should be amended to provide instruction in collation and analysis of recovered materials and in organizing this material into written form. This change was initiated for CS Records II (Biographic Research) and will be continued.

6. A rather interesting aspect of this survey, and that which does not submit itself to statistical resume is the wealth of response to the last question on the questionnaire which simply asked for comments. A total of 36 of the 90 respondents chose to add comments, in spite of the fact that they had each prepared a course critique at the end of the course. This, perhaps, indicates their interest in the subject and their later reflections thereupon. To provide the reader with a bird's eye view of these comments, all of the comments have been reproduced and are attached as Attachment C. The names of the commentators have been withheld and they are referred to simply by number and by the Division of their assignment. Certain comments are sufficiently repetitive or related to permit a resume. This follows:

- a. Unqualified recommendation of the course. 9
- b. The course should be mandatory for:
  - (1) All CTs 1
  - (2) All Desk Officers 1
  - (3) Every Officer in CS 1

**SECRET**

**SECRET**

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- c. The course could be or should be shortened 5
- d. More Records Training needed 2
- e. Expanded Exercise work (either longer,  
slower pace, or more than one exercise) 7

The undersigned has not prepared rebuttal to the above, nor to the recommendations otherwise included in comment. Each of the points have either been covered in previous course reports or have been taken care of in the creation of the "Associated Programs for CS Records Training" with the single exception of the item 6e above. Expanded exercise is most desirable, but time is simply not available under the present setup.

7. Another statistical item which may be worthy of comment and interest at both OTR and DDP/TRO level is the indication of participation by divisions as represented by students sent to the courses, and of the response received from the questionnaire. (Attachment D). The undersigned does not wish to editorialize on these matters, but merely provides the information for interested readers.

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Chief Instructor

#### Attachments

- A - Questionnaire
- B - Statistical Resume
- C - Student Comments
- D - Division Breakdown of Response

#### Distribution:

- Original - DTR
- 1 cc - C/OS
- 1 cc - DDP/TRO

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